BIHAR BIDI AND CIGAR WORKERS (CONDITION OF EMPLOYMENT) RULES 1968

The 11th .Ja'i!uary 1069 Trå (S R. 10. „—Tn exercise of the powers conferred by section 44 or the '•.eedi Cigar iVorkers (Conditions of Employment) Act, 1966 ($2 1966), tbc of Bihar hereby makes the following rules, toe same having been previously published in the Bihar Gazette, Extra— ordiw:ry, dated the 3rd July 1968, vide notification no. G. S. R. 81 dated the 22nd Muy as required y sub-section (3) of the said section, Jtamelv • RULES

CHAPTER 1. [NARY. — rules may be called the Bihar Beedi and Cigar I. Short title. ' Wotkers (Conditions Fauploytnent,) Rules, 1968. 2 Definitions, —In Shese .rules. nnle,ss there is anything repugnantl in the subject or context,— (b) ' 'Act" the T*eedi n,nd Cigar Workers (Conditions Employinent; .\et. 01 19136); "Chief lespeeting Ofiicer" Inoans the Cbief Inspecting Offcer appmnted under sub-section (2) or section 29 of the PÄhar Shops and Establishments Act, 1.053 (Bihar Act V TTI oi 1954) ; ' 'Form" means a Form appended to these rules; and ' Section T means section of the Act. CHAPTER Jl. LICENSING OF PREVISES * -zrq fnr Grrzr•rr 1 3. Form of application for grant of licence and licence Ever,' application under sub-section (1, of section 4 for a licence to use or allow to be used any place or premises as industrial premises shall be in duplicate

Form I. (2) The application shall be accompanied by the following documents. namely _(a) plans in triplicate showing— (D the site of such place or premises. t,he areas therein to be used for manufacturing irocegses •Gand the immediate surroundings of such place or premises, including adjacent structures drains and the like; and (h) the plan. elevation and necessary cross-sections ..the details relating to natural lighting, ventilation, means or, escape in ease of fire, position of the plant and machinerv if anv, ".sed, aisles and pagsage-ways in or in relation to, the various buildings which are intended to be used for manufacturing processes; (b) tho treasury receipt showing that the appropriate fee for the licence as specified in rule 8 hag been paid. (3) The application in duplicate fogether With the documents spect- fied in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgn;ent to the competent authority. (4) Before granting licence, the competent authority shall algo take into consideration whether the site or any industrial premises is proposed to b4 Altered, or whether any industrial premises bas been closed, by the applicant during the period of twelve months immediately preceding tho date of the application with view EO causing prejudice fo the interests Of the labour. The said applicafion shall be made within thirfy days of the date ot coming into force of the Bihar Beedi and Cigar Workers (Conditions Ot Employment) Rules, 1968 in the cage of existing industrial premiseg, anj at least thirty davs before the proposed da,te of establishment of the new industrial premises

4. Applications for Evei•y application for renewal nf licence under section shåll be made in Form I. The application shall be accompanied by thS following documentvnamely (a) the licence sough€ to be renewed; (b) the treasury receipt showing that the appropriate fee for thq renewal of the licence specified in rule 8 has been paid. (2) The application töÉether with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgment to the competent authority. (3) The provisions of sub-rule (4) of rule 3 shall, so far as may he apply to application made under thig rule

5. Form and terms and conditiong'öf.A licence under gec<nn 4 shall be in Form IT. (2) Evei•y licence granted cu• renewal under section shall be subject to the following conditions, namely (i) the. manufaetaring process shall be carried on only in that par" of premises specified for the purpose in the lieenee; (iii the maximum number of employees employed in the industrial, day exceed the number specified premises shall npt on a in the licence; (iii) power-driven machinery not specified in the licence shall not be used in the manufacturing process in the premises. (in) excöpt with thYe prior permission in writing of the competenb authority, the industrial premises shall not be extended and except with the like permission, no structural alterations shall be made in any building on such premises; (p) the licence shall not be transferable; (UD except as provided in rule 9, the fees paid for the grant, or as the cage may be, renewal of the licence shall be non- refundable $. I •sue of duphrate If a licence under section 4 ig iosi; stolen or destroyed, the licensee shall forthwith report the matter to the competent authority bv whom the Ijeence was isgtvd or, as the case may be, last renewed and may make an application to , that anthomty for the issue of a duplicate licence. (2) Tbe application shall be accompanied by a treasury receipt shocv4 ing that the fee for the issue of dnphcate as specified in rule 8 has been pa:d (3) On receipt of the application, the competent authority shall granf to the ap licant duplicate copy of the licence duly stamped "duplicate" in red ink 7. Appeals under rule 5.—An appeal under kection 5 of the Act shall— (a) be made in writing within a period of thirty days from the date of receipt of the order sought to be appealed against; (b) be accompanied by a treasury receipt showing that the appropriate fee in as specified in rule 8 has been paid. 8. licence (er«rarar), The fees to be paid for tild grant or renewal of a under section shall be as specified in the Table below TABLE. Fees for industrial premises in which power-anven machinery is used. 1 If the number of employees proposed to be employed on any day during the financial year for which the licence is granted or renewed— (a) (b) (c) (d) (e) does not exceed ten. exceeds ten but does not exceed twenty. exceeds twenty but does not exceed fifty. exceeds fifty but does nöt exceed hundred. exceeds hundred but does not exceed two hundred and fifty. (f) exceeds two hundred apd fifty 15 30 75 150 300 550 Fees for industrial premises in which pow ep-d'riven machinery is nob used. 2 10 '20 50 100 250 500 Provided that where an application for grant or renewal of a licence the case may be, is submitted alter the expiry of the prescribed time- 'limit of 30 days, the competent. authority may, after giving due opportunity to the applicant to show cause for the delay. and by an order in writing, impose penalty fee upto three times the fee payable in respect of the said industrial premises (2) The fees to paid for the grant of a, duplicate licence. or for carrying out any amendment of the licence already granted be *upees five : Provided that where the proposed changes any Of particulars in respect of the number of employees or in respect of use

of power driven mnellinery in such a manner as to make the industrial liable to a higher fee fts per t be fees prescribed under 8(1) the amendment •shall be effected only on payment of the difference between the fee payable on the amended licence and the fee already paid together with the additional fee of ropees five. (3) The 'fees payable in reepect Of an appeal under section 5 Of the Act shall be— (a' rupees fifteen, in the enge of an appeal against an order refus- ing to grant or renew licence in respect of any place or premizes the tilaximum number of employees proposed to be employed whereon is one hundred or more; (b) rupees ten, in any other case. (4) The fees payable as specified in this rule shall be paid into tbd nearest Government treasurv under the head of account "XXXII- Miscellaneous Social and Developmental and Employment—Fees realised under the Beedi and Cigar Workers (Conditions of Employment) Act, 1966." 9. Refund of •fees.—lf the competent authority refuses to grant or renew any licence under section 4, it shtill order the refund of the fees paid thereof. 9A. 'if Licence..-—A licence may be amended by the competent authority on application and after due enquu•y, on payment or the fees as prescribed in Rule 8(2)

CHAPTER 111. HEALTEI AND WELFARE

10. Every industrial premises shall be kepi clean free from effluvia, arising from any drain, privy or other nuisance •ad in particular—accumulations of dirt and refuse shall be removed daily by sweeping or by any cyther effective method from the doors and passages of work rooms and from staircase and passages and disposed of in a suitable manner; the floor of every work room shall be cleaned at least once iD every week by washing, using disinfectant, where necessary, or by some Other effective method; 80 (c) all inside walls and partitions ceilings of rooms, and walls, sides and staircases shall— ' (i) where thev are painted Or varn;shed or where they have smooth impervious surface, be cleaned with fresh water aud dried at least once in every period of fourteen mouths (iD where they are painted or varnished, be re-painted or re- varnished at least once iu every period of five years; (iii) in anv other case. be kept white-washed 0K colour- washeä at least once in every twelve months. (2) The record of ithe dates on which white-washmg, colour-washing varnishing, painting or cleaning. as the ease may be, was carried out under sub-rule (1) shall be entered by the employer in a register maintained 11. Ventilation.—ln every work room or hall of an industrial premises, windows and other forms of opening for ventilation shall be provided iD snthcient nurnber to admit a contin"ed sut»plv or fresh air so as to keep the atmosphere inside such room or hall comfortable and free from dust, fumes and other impurity

12. Latrine accommodation shall be provided in every industrial premises at the rate of one latrme seac for every twenty male Provided that where number of such male employees exceeds hundred.it shall be sufficient if there is one latrine seat for every twenty- five male employees upto Ehe first hundred seat for every fifty in OålcuTå$iriQ the _ nærnber .of Geats required in accor- dance with the provisions of this sub-rule, any odd number of employees less than twenty. twenty-five or fifty, as the case may be, shall be reckoned as twenty, twenty-five or fifty. (2) Where female employees are employed in any industrial premises separate latrine accommodation shall be provided for them in accordanc• with same scale as the scale for male •mployees. specified in sub-rule (3) Every latrine shall be under cover and every seat in the latrine shall be M, partitioned off as to secure privacy and each partition shall have a private door and fastenings. (4) Where employees of both sexes are employed on any industrial premises, there shall be displayed outside each latrine block thereon notice in the language understood by the majority of the employees reading "for men only" or, as the case mav be, ' 'for women only" and ouch notice shall also bear the picture of a man or a woman as the case 13. Urinal accommodation guan be pt07idcd iz every ustrial premises (other than indugtrial premiseg where less than 'fifty ns are employed or where the latrines are connected td a water borne e system) gnd sne,h accommodation shall not be less than six metres length for every fifty employeeg: Provided that where the number of employees employed on premisea ceedg five hundred, it shall be sufhcient if there iB one urinal for every y employees upto the first hundred employees and one for every hundred excesg thereof. Bepianation.—ln calculating tho urinal accommodation required under is rule, any odd number of employees less than firty or hundred, ag tho se may be, ghnll be reckoned fifty or hundred. (2) Where female employ'eg are employed on an industrial premises, parate urinal accommodation shall be provided for them in accordancg ith the same scale as the scale male employeeg specified in sub-rule 14. Latrines mnd urinals to be connected to sewage system tchereoer .ue.—Wben any general system of underground sewage with an as.qnrecL ter supply ig provided for or exists in any particular locality, all la.trine• d urinals in an industrial premises in such locality other than

gentio latrine, shall be connected with sneb sewage system if the industrial remises ig situated within 80.5 metres of that sewage system

15. Whitø-tza.shing and COIour washing of latrines and The walls, ceilingg and partitiona of every latrine and urinal Bhall be whita- waahed or colour-waahed and tha same shall be repeated at least once iD every peridd of four months. (2) Nothing in sub-rule (I) Bhall apply in respect of walls and ceilings of. and partitions in a lat"ine or nrinal or anv rortions Of sur•.h walls, ceilirw and partitions which are laid in glazed tiles or Otherwise finished to prove a smooth-polished impervious surface but such ceiling partitions or portions thereof shall be washed with suitable deter- gents disinfectants at least once in every period of four months. (3) The dates on which the white-washing or colour-washing ig carried onf under sub-rule as the case may be. or washing with detergents and di8infectantB is carried out under gub-rule (2) shall be entered by the employ. er in tho register maintained in

Form 111. 16 Construction and maintenance of drains.—All draing work an an industrial promigeg for carrying wogte or sullage water shall be constructed in masonrv or other permeable materials and shall be regularly Bushed and • effluent disposed of by connecting with drains with suitable drainage lines : Provided that where there ig no gnch drainage line, the effluent shall be deodorised in order to render it inocnous gnd then diOosed fff.

17. Water taps, etc.. in Ictr•ines —•Where piped water npply a ble, suffcient number of water icon '.e.,.ently accessauie suan provided in or nenr latrines on an industrial premises and Thcre there continuous supply oi water, water cisterns with cans shall be provided waahing purposes in or near such latrines-I 18. Washing There shall be provided and maintain every indnstrial premises for the use of employees engaged in blending sieving of tobacco or warming of beedies in hot ovens, aaeqnate and sui tacflitreg for washing which shall include soap ind nail brushes or suitable means of cleaning and such facilities shall be conveniently ble and shall be made available in clean ud orderly condition. (2) If female employees are employed on any indugtrial premi separate washing facilities on the same lines as those specified in sub-(1) in respect of male employees shall be provided for such female employ in enclosed or screened places in such manner that the interior portions such place are not visible from any piace where male employees work or p through and the entrance to every such place shall bear a notice in lanrynage understooa bv the matoritv of , tho emplovees reading women only" in bold and conspicuous letterg and such nctice Shail also 'he picture of a woman (3) Water gupply for purposes of washing facilities under sub-rule or gub-rule (2) shall be such as provide' at least 27.3 litres per day (c) floor and internal walls of the creche upto a height of 1.2 meters shall be so laid or finished to provide g smooth impervious (d) the height of wed ns 8ball not be 3.7 metres from door to the lowest part of the roof and there shall not be less than 1.9 square meterg of floor area for each child to be accommodated therein; (c) effective and suitable provision shall be made in evet-y part ot maintaining adequate ventilation by the circulation ot fresh air; the ereehe furnished and equipped and in particular there shall be made avaü8ble—. than two years of oge a suitable (D for child of more Gi) for child ot not more than two years of age a suitable cot or creche with the necessary bedding; (iiö one chair or other similar Bitting for the use of each mother while she is feeding or attending to her child; and (it) a sufficient supply of suitable toys for the older children. (3) There shall be in or adjoining creche a suitable washing room r the washing of ty,e children their clothing and such room shall each person employed in the industrial premises and such water shall drawn from a hyglenic source : Provided that w%ere an Inspector is satisfied that it is not practicabconform to the following standards, namely (a) thc floor and internol walls of the room upto a height of 0.9 c.m. to make available water-supply in accordance with the scale specified this sub-rule, he may. by in permit the supply of lesser quantity which-shall imany ease he not less than 4.5 liters per day eacb employee. 19 The employer shall submit for the approval Of th competent authority detailed plans in triplicate of the rooms to be con tructed or adopted for use ag creche under section 14. (2) The creche shall conform the ft*lowing standards, namely (a) the creche shall be conveniently asecessible to the mothers ot th childern accommodated therein and so far as is reasonabl practicable it shall not be situated in close proximity to an part of the industrial premises •where obnoxious fumes, dus or odours are given of; (b) the room or rooms used as crechå shall be soundly and the and roof thereof shall be of heat—resistin paterials •nd shan be va!er-proofi shall be so laid or finished as to provide smooth imperviou g the room he and ventilated the door shall be drained and maintained in clean and tidy condition ; (c) the supply of water for washing shall be from hygienic gouree and if practicable shall be through Itaps; supply of at 22.7 litres of water per doy for each child be made available. (e) of clean clothes, and clean Shan be made available for the use of each child; (f) adjoining the room, septic be provided fcr the sole nge of the children the creche and the same shall be kept clean and in a sanitary ccmdiåon. (4) The employer shall make available at least half-a-pint of pure bur each child on every day it is accommodated in the creche and the moth Of such child shall, in the coume of dailv work, allowed adequate Fals of not legs than æeen minutes to feed the child, (5) In addition to providing milk in accordance with the provisions sub-rule (4), the employer Bhall provide for children Lbove two yearg o age who are accommodated in the creche an adequate supply of whol fjome refreshment. (6) The ernnlnvc•r annnint woman trained in the care Of Child and infants and guffcient number of ayahs for the purpose of looking g the chiidren accommodated in a creche and ho Bhall also sui equipment and facilities. EcpZanation.—The number of ayahs to be appointed in the creche Bhall be calculated at the rate of one ayah for every children. (7) The employer shall provide for the staff employed

in a creche Stu able clean clothes for use while on duty in the creche. Ecptanation.—ln this ruie, 'child' means a child under six years ot ago of a female employee

20. Tn every industrial premises, there shall be pro- vided and maintained so as to be readily accessible during all working hours first-aid hoxes or cupboards containing the equipment specified in sub-rule (E) and tho number of boxes or cupboards to be so provided and maintained shall •not he less than one for every hundred and fifty em- ploygee ordinarily employed at any one time in the premises.(2) The first-aid boxes or cupboards shali be distinctively marked with a red crog on z white background and shall contain the following equip- meatg namely (t) six small Sterüised dreggings; three medium-size sterilised dressings ; (EO three large-size sterilised dressings; (iv) three large-size sterilised burn dressings; (D) one (1 oz.) bottle containing a 2 per cent alcoholic solution o? Iodine ; (rD one (1 oz.) bottle containing having the dose and mark of administration indicated on the label; (Vij a snake-bite lancet: (.ciii) one (1 G.) bottle Of pottasdium permonggnate crystals ; one pair ecisgorq: eye drops; adhesive plagter. • (3) Each first-aid box cr cupboard shall be kept in the c\nrgeof a in firgt-øiA troqtmenr nnd whn shall alsvavs *gadily available during the working hoars ot the industrial premises. The employer of etery industrial premigeg wherein not lese than 250 employees are ordinarily employed shall provide in, ar near. the industrial premises. a canteen. (2) The canteen shan not situated within 15.2 metles Of any latrine, ufinal or any other source of dust. (3) The canteen building shall consist. of at least a dining hall. kitchen, store room and pantry in addition to washing piaces separately for and for u9usils. (l) The minimum Keight of the building Bhall be not lees than 3.7 metres and all the walls and roof shall be of suitable heat—resisting materials and shall be water-proof. There shall be provision for adequate vontil&-tioa. The doors and windows shall be of fly-proof construction. (5) The canteen shall be guffciently lighted at all times when any person has access to it. (6) (c) Tn every canteen— (t) inside walls of rooms and all ceilingg and passages and cases shall be lime-washed or coimrr-washed Lt least once in each year or painted once in three years dating from the period when last lime-washed or colour-washed or painted as the case may be. (it) all wood-worl- shall be varnished or painted once in three years dating from the period when last varnished or painted. (iij all interna} structural iron or steel work shall be varnished or pamted in three years dating from tho period when last var- nished or painted : Provided that the inside portion of the -walls oi the kitchen shall bo lime-washed once in every fcqr months; (b) The dates on which lime-washing, colour-washing, varnishing Or painting is carried out shall be entered by the employer in the Register maintained in

Form m. (7) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitabie covered drains and shall not be allowed to accumulate so as to caqse nuisance. Suitable Ebau be made for the collection and dispogal og garbage. (8) (a) dining hall shall accommodate time at least 30 per cent of the employees working at a time. door of diuiug .1ia11, excluding the occupied by service counter and any furniture except tables chairs shall be not less squire metres per diner to be accommodated as specified in (c) A portion of the dining hall and counter shall be panitioned clause off aid reserved for women employees in proportion to their number Waehing places for women shall be separate and screened to secure privacy. (d) Somcient tables, chairs, or benches shall be available the wmber of diners to be accommodated as spceified in clause (a). (9) (a) There be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient mnning of the canteen. Suitable clean clothes for the employees in the shall also be provided and tnaintained. (b) The furniture utensils and other equipment shall be maintained in and hygienic condition. A service counter, if provided. shall hove top of smooth and impervious material. Suitable facilities including an supply of hot water shak be provided for cleaning of utensils and equipmeuta. (c) Food and food materials shall be stored in fly-proof safes and died with the help of wooden or suitab7e metal foreeps whichever is con. venient. Vessels once used shall be scalded before being used again. Food, drinks and other items served in the canteen shall be served on a- no-profit -no*oss basis, CEAPTER lv. WORKING %OU2S, LEAVE, APPEALS IN CASES OV DI»SISSM.., ETC

22. Notice register of periods of Every empioyer shall exhibit to his industrial premises a notice in Form specifying clearly tho Oily hours of work, intervals for rest and weekly holiday allowed to the .employees or. as the case may be, to each class of employees. Every employer shall maintain a register showing the bours acou- ally worked including overtime in

Form V

23. Method of calculating cash equivalent of concessional sale of food- grams, etc. The cash equivalent of the advantage accning through the concessional sale to an empioyee of foodgrgins and other articles Ehall be computed at the end ot every wage period fixed under the provi»us of of Wages Act, 1036 (Central Act 4 ot 19%). (2) For the purposes of section 18, the cash equivalent of the advan- tage accruing through the concessional sale of foodgrnins und other articles to an emp;oyee required to work overtime shall be, computed as a sum eqmvalent to the difference between the vaine of such foodgraing and other arciAes at the average market rates prevailing during the wage which the employee wurked overtime and the concessional price ereof

24. Register of leave trith The emp:oyer shall in regpect of employees employed ir his industrial premises keep an up-to-date regis- ter in

Form VI (hereinafter referred to as the Register of Leave with wager Of Regular Emp!oyees) : Provided that if the competent authority is of opinion that any muster roll or register maintained by the empioyer giveg the partic•alars required for the enforcement of the provisions of sections 26 and 27.he may by order in writing permit such muster roll or register to be treated as the regieter required to be maintained under this sub-rule. (2) The employer shall in respect of the empioyees who are permitted to work in their houseg (hereinafter referred to as the home-workerg) maintain an up-to-date register in Form V [I (hereinafter referred to as the Register of Leave with Wages of home-workers)

Form VI or Form VII, as the case may be (hereinafter referred to as the Leave Book).(2) The Leave Bonk shtül be the property of the employee and the employer shall not demand it exoept for making entries therein and shall no-a keep it for more than a week at time. (3) Tf an employee loses his Leave Book, the employer shall provide him with duplicate copy on payment of six Paige

26. Appeals under section The appellate authori for the pur- pogeg of sub-section (2) of section 31 shaR be Presiding cer of each Labour Court.(2) An employee whc is discharged, dismissed or retrenched may prefer an anneal ender sob-section (2) of section 31. to the appellate authority grcified under sub-rule (1) within a period of thirty days from the date of communication of the crder of such discharge, dismissal or retrenchment : Provided that an appeal may be admitted after the said period of thirty days if the appellant satisfieg the appellate authority that ho had sumcient ca•ase for not preferring the appeal within the said period. (3) The notice tn be given bv the appellato authority under clause (b) of sub-section (2) of section 31 shall— (a) in the case of a notice to an employer, be in

Form VIJI; and (b) in the case of a notice to an employee. be in Form TX; and every such notice shall be gent to the party concerned by registered post with acknowledgment due, 2 6 3 43 43 4-2, to to (erTGT), 82 Rue CHAPTER V

97. Disputes to issue of raw materials by Any dispute between an employer and an employee or employees in relation to—(a) tho issue the empioyer of raw materials to the employees; (b) the reject:on by the employer of beedi or cigar or both made by 6mp!oyce; or (c) tho payment of wages for the beedi or cigar or both rejected the employer may be referred in writing by the employer o tho employee or employees to the Labour Superintendent and the I.'ibour of the area concerned who shall afte making EOCh enquiry as he may consider necessary and aft giving the parties an opport•anity to represent their respecti cases decide the dispute and record the proceedings in Form (2) 'Any pnrty to the discute aggrieved by the decision thereon und gub-rrde (1) may prefer an appeal within a period cf thirty dayg frotn t date of the decision to the Chief Inspecing Offccr, whose decision the be final : Provided that the Chief Inspeciing Officer may admit an appeal af the 6aid period if the appellant satisfies such authority that he had suffei cause for not preferring the appeal within that penod. • 28. SuperrtYon of distribution of materials.—No emp\oyer sh if be iB require& so to do by an Inspector by an •order in wrifing, tributes except ander the supervision of the Inspector making the or or supervision of another Inspector, raw materials to such employees and during such period as may be specified in the order. -41b •29. Limit idith regard to the rejection of beedis or cigars. employer or contractor shall ordinalily reject as sub-standard or Chhan otherwise more than of the beedis Cigars, or both rece from a worker including a home-worker. (2) Where any beedi or cigar is rejected as sub-standard or Ch or otherwise on any ground other than the ground Of vrilful neglige the worker, the worker shall be paid wages for the beedis or cigærs jecied at one of the rate at which wages are prayable to him fo beedies or cigars. or both, which have not been go rejected

30. Payment of tcaqes to a home-tcorkcr.—Where raw materials 511ppfied to a home-worker at his home, the wages. due to him sha be paid at big home; vided that an Inspector may, if he eonsiders it expedient to do L eircqnnstanees Of any ease, speclfy, iu respect of any home-workers • place Or places at which wages shall be paid. i. Protection qgn:.ust fires—Tn every indostrial premises, the em- shall provide udequate fire-figlit;-ng equipment. Returns.—The employer in respect of every industrial premises, d to the competent authoritv oil or before the 10th day of every a monthly return in Form RI and furnish to that authority an return in

Form XII on or before the 30th April of every year. Maintenance of certain retßsters. Every employer shall, in of the emp{oyees employed on the industrial premises maintain a •roll in Form X! 11. and entries therein shall be made at the com- ent¯of the work eaeh day.) Every emplowr shhil provide free of cost to each home-worker ks in Form XIV (hereinafter referred to ag the 'home-workers' log and the home-worker slia:l keep a record of the daily work done by e number of Beedis and cigars manufactured by him and the wges d by him in the said book and the supply of books Shall be so arranged e,book remains with the home-workers at all times during the period n two successive Mlpplies of raw materials by the employer. Form XV eonfaming the names and of all the home- employed under him and the entries in the register be Inade pt up-to-date on the basis of the entries in the home-workers' Every employer shall maintain a visitor's book in which an Ing- visiting the Industrial premises may record his remarks regarding ects that may come to his notice. at the time of his inspection and ployer shali produce such book whenever required so to do by the Every employer shall maintain a register of overtime work (An abstract of the Act and the roles made thereunder shall be dig- in some consvneuous part of every industrial premises. Every register referred to in this rule shall be preserved for a of three years from the date of the last entry noted therein and' e readily available for inspection during working hours of the indus- emises. Record of outside to be maintained by the er of the work permitted under sub-section (1) of section 29 to be on outside the industrial premises shall be in Form X Vn. 35. by Every employer shall fur- nish to an Inspector information as the Inspector may require for the purpose of satisfying hunself whether, any provision of the Act or of the rules made thereqtnder has been, or is being, duly carried out. (2) Where any information is requ:red by an Inspector during the conne of his inspection and the required information is readily available, the employer shall fm•thwith furnish such information to the Inspector; and where any requisition for information is made by the at any other time, the information sought for shak be supplied by the employer within ten days from the date of receipt of the requisition

36. Notice to be sent by registered post.—Every notice order under the Act or the• rules made thereunder, addressed to any employer or Beedi or cigar worker shall be presumed to have been duly served i! notice has been sent by registered post.

FORM NO. 1 (See RULES 3 AND 4) Application for grunt or reneuaz of licence for the financial year 1. Full name of the industrial pre- g. (i) Full postal address and situa- tion of the indu#rial premises. '(ij Full address to which commu- 3. 4. 5. nications relating to the indus- trial premises_$hould be sent. (iiö Full address the Maximum number of employees proposed to be employed on any one day during the finan- Cial year. Full name and residential ad— dress of thp person who Shall be the empl$er for the purposes of Act. If the employer is a parinerghip, company etc. full name and residentli aädress of other partners or directors, etc. (See note 1 at the end)

6. Financial resources of the em- arg and ployer (e.g.. va lue of mova and immova- bla properties, bank reference , income-tax. assessment, etc.) Whether the employer is trade mark holder registered under the Trade and Merchandise Marks Act, 1958. Value of Beedis or Cigars or both manufactured at then industrial premises during the preceding financial year. Previous experience of the appli- cant• in the industry

10. Whether the proposed site of the industrial premises amounts to the alteration of the site of any existing industrial premiseA and, if so, the reasons for such alteration. Whether ony industrial premi- ses was closed by the applicant during the period of twelve months immediately preced- ing the date of the application and, if so. the reasons therefor. Source of obtaihing tObacco. Whether the Beedis or Cigars or both manufactured by the ap- plicant• will be sold and mar- keted by himself or througb proprietor or a registered user of a trade mark registered un- der the Trade and Merchandise Marks Act, 1958. or any other person• Whether the plang of the premi- 7. 8. 9. 11. 12. 13. 14. 15. ses are enclosed.- Amount of fee Rs. paid in Treasury (Rupees vide on enclosed. Chalan No. T bereby declåre that the particulars furnished by me in {be form are to the best of my knowledge and belief accurate. Date Signature Of applicant.• NOTE 1.—Where an industvial premises is run or proposed to be run by a contractor for or on behalf oc another person or persons or company. etc. the æaid other person or persons or company, etc.. under the Act tho employer and particulars to be entered for "employer" in the Form Bhotdd be in regard to such person, persons or company. etc. • The applicant for licence may however be made either the contractor or the employer. NOTE This form shall be completed in ink in block •letters or typed. (2) If any person named against item 5 is a minor, the faet shall be stated. clearly. Licence no. Registration no.

FORM NO. 11. (See RtJLE 5) Licence ANNEXURE TniN licence is subject to the following conditions (1) The manufacturing process shall be carried on only in tliat part of the indugtrial premises specified for the purpse in the licenco. (2) The maximum number of employees employed in the industrial pre- mises shall not on any day exceed the number specified in the licence (3) Power-driven machinery not specified in the licence shall not be used in the manufacturing process in the premises. (4) Except with the py•iQr permission in writing of the competen€ autho- ritv, the industriål premises shall not be extended and except with thö like permission. no structural alterations shall be made in any building on such premises. (5) The licence shall not be transferable. FORM NO. 111 [See RULES 10 (2), 14 21 (6) Record of white-washing, colour-washing, varnishing and painting and cleaning Fee Rs. Licence is hereby granted to.... . valid only for the prc. mises described helow for use as an industrial premises employing not more than.... .....employees on any one day during the year... ...e.....snbject to the conditions specifie&iu Annexure, The licence shall xemain in force till the 31st day of March Name or premises Situation of the industrial premises Permission is also granted for the installation Of power-driven machinery Signature and seat of the competent ot tbø indadri•l pr•mi.e• (e. g. name .ot too. 1 Part* w bite. colon ...bed. p•in ted or v•rni-wall', cnli ogS work 2 Treat t *bite '"bed. •nah d pain. or Olea- DAte0D •b wublng. colour. p•i.tlog o Sigulu& Di•blog or elean• inc o.rried ont em•rk g•ploy.r. according Ibe E oglish Dace Month. Yer. Renewal (See RULE 4) Fees paid for renewal authority. Date of expiry Date of renewal 1. 2

FORM NO. 22 (1) Figures 1, 2, 3 relate €0 1st, 2nd and 3rd shifts or relays, (erqrdRT), FORM NO. V [See RULE 22 (2)] Register shoving hours of including orerf,ime Name of the industrial premises Place. .....mstnct Deøeriptioa Of group•. young person or not. Total bours worked during Cbe week. Week ending.... Date on which overtime work Js done and extent ot such overtim on each occasion. Extent Ot OVør• time work •d during Men. Ot work. Total number employec• . Of Women and yon ng pergo Total number of women and young penon. Group N•tum Ot letter employed. Working days 123123123 12 12 From To From To Partial From From To 12 Employer.. c working - day Weekly Holidays Date on which this notice comes into force.... FORM NO. VI. [See RULES '24 (1) AND (1)] hh01STER OF LEAVE WITH vvuGES (REGULAR LEAVE BOOK). Separate page shall be allotted to each employee— Name of establishment. EMPLOYEES Serial no. Date of entry into service. Adult/young person Name Father's name Date Of joining the establishment Date of discharge Date of amount of payment made in lieu of leave due. 1. 2. 5. 7. 11. 12. 13. 14. 15. 16. 18

19. GNTerrpt), FORM NO.VII. [See RUES 24(2) AND 25(1)]. REGISTER OF LEAVE vr1T11 VVAGES (HOME WORKERS) LEAVE BOOK. Name of establishment Serial no

3. Name of employee and ago 4. Father's/.husband's name Date of entry into •service 6. Date of discharge Amount paid in lieu Of leave S. Calendar year of service 9. No. oi days worked during the year. Balance ot leave from preceding year. Leave earned during the yeE mentioned in column 8. Total of columns IO and 11 1. 2. 3. 4, 5. 6. 7. 8. 9. 11. 12

13. Calendar year of service Wage period from to Number of days of work per- formed during the ealendar Balance of leave from the pre- ceding year.IJeave earned during the year mentioned in column (1) Total of eo!umng (4) and (5) I»ave enjoyed Ærom Balance of leave to credit Normal rate of wages, i. e.. daily average of full time earnings in Cash equivalent of advantage accruing through concessional Bale of foodgrafns etc. Rate of wages for the leavo period [total of columns (9) and (10) 3• Date and amount paid Remarks Leave enjoye& from Balance of leave toe credit Normal rate of wageg, i. e,. daily average of full-time earn- mgs in cash. Cash equivalent of •dvant.gg accruing _ through concessional sale of ioodgraing etc. it any. Rate of wages iot the leave period oi columns 15 and 16. Date and amount p.id Remarks fqiT RECORD Serial no. Autuoraty unaer

FORM NO. VILI. L See RULE (a) J. CLA USL (b) 01' SUL- has appealed LO Appellate 01 sub-secLiuu secuuu OL Lhe Deeua uuu FORM NO. X. [See 27(1)]. OF DECISION OR ORDER. ugar AUOUdLUous OL Aebi Lhe orders 01 us copy us appeal peution enclosed. uppeui posted Learmg on ghe...,.....duy .. ..iou should appear beiore the 190. .....at.....A.Mjp.uw&b . appeuace Autnor1Ly on uay aud auswer the Iou uust be prepared LO prouuce on that uay cue w"uesses upon wuose euuence aua au We uoeu.zueLLJ upon you LO rely support your deaeuce. deiauib Oi your appearance ou day mut'-er aaa aeveruaned your absence. FORM NO. [See RULE 26(3) (b)]. NOTICE TO THE EMPLOYER UNDER CLAUSE (b) OF SUB- SEPTION (2) OF SECTION 31. Your appeal haa been posted for hearing on the... .day of... 196...at...A.u,/.p.x.e You ahoul& appear before the Appellate Au@hority on that day to prove cl&im. You must be prepared to produce on that day all the witneseeg on whoe evidence and all documents upon which you üitend rely in support of your case. In default of your appearance on that day, the matter will be heard and determined in your absence. 1. '2. 3. 4. 5. 6. 8

9. Date of application Name or names, address or gddresseg cants or some or applicants. Name and addresg employer. parentage , of appli- all of Che of the Substance of the dispute Plea of parties and their exami- nation, if any.. Documents seen Substance of the evidence taken Finding and brief statement Of the reasons therefor

10. Demsaon Date.2. 3. 4. z Applicant Authority, FORM NO. Xl. (See RÜLE 32) MONTHLY RETURN. Name of tne induxtrial premises and full pogtnl address. NO. and date of licence Month to which the return relates. Name of the e"ployer Name of the Principal Employer 5. if the Employer is working ag contractor for Principal Em- player. Quantity of beedi and/ör cigar 6. tobacco released by the Centrzl Excise Department. Quantity of Beedi and/or eiggr 7. tobacco supplied by the Princi- pal Employer. S. Number of Beedi and/or cigar manufactured by the employer in industrial establishment. 9. No. of Beedi and/or cigar manu- factured by the employer in places other than industrial establishment. Number of Beedi and/or cigar sold and to whom. Date. 5. 6. 7. 8. 9. e Average number of employees employed daily in the indus- trial premises Men Women Young persons Male Female Average monthly no. of home workers employed (i. e. , who work in their homes). Normal hours wor d per week in the industrial " premises. Number of days worked in the year in the industrial premises Number of employees who were granted leave during the calendar year. Signature FORM NO. xn. (See 32) Name and address of the trial premises. No. and date of licence of the employer. 1. 2. 4

3. Name of the employer. Name of the Principäi=loyer if the employef is working contractor for Young persons— (a) employed in the industrial premises. (b) employed in homes. Other than young persons— (a) employed in the industrial premises. (b) employed in homes. 10. No. df female employees who were given mafernity benefit during the year— (a) employed in the industrial premises. (b) employed in homes. Certified that the information furnished above is to the best ot my knowledge and belief correct. Signature of the employer. NGTE.—Partiol attendance for less than half a shift of working shall be neglected and attendance for half a shift, or more shall he trented ag full attendance. •The average number shall be calculated bv dividing the aggregate number of attendance of working dnvg hv the number of the working days in the year. Attendance on separate shift, • e. g. , night, And day shifts shall be counted separately •Ae average shall be ealenlated bv dividing the aggregn[.ö number of workerg nn the Home-Wopkers Employment Register during each of the nrecedio•t 1-2 months by twelve.

FORM NO. XTTT. 33 (1)7. MVSTER ROLL OF FMPLOYFTS. Name and Address of the industrial premises. 1. 2

3. FORM so.XXV. [See RULE 33 HOME WORKERS' LOG Name of the home worker Address of the home where manufacturing process is carried on. Month BOOK. Account of the work done at home. mate. Whether work was done. NO. ot Beedi/cigara manufactured. W•ge• received. Name. Group. Relay. tion. Shift n ber. Period 7 8 4. Total number of days worked in Date and signature or thumb the month. impression of the home-worker.